

# Progress Update on Vendor Collaboration

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Name]

Subject: Progress Update on Cross-Functional Collaboration

Dear [Vendor's Name],

I hope this message finds you well. I am writing to provide you with an update on our ongoing collaboration efforts and the progress we've made across our cross-functional teams.

## Key Highlights:

- Milestone 1: [Brief description of the milestone and its status]
- Milestone 2: [Brief description of the milestone and its status]
- Milestone 3: [Brief description of the milestone and its status]

## Next Steps:

Looking ahead, our next steps will include:

- [Next step 1]
- [Next step 2]
- [Next step 3]

We appreciate your continued support and collaboration as we work towards our mutual goals. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]